

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment		Work Assignment Number 3-56								
		<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:								
Contract Number EP-C-08-010	Contract Period 12/16/2008 To 11/30/2012 Base Option Period Number 3	Title of Work Assignment/SF Site Name CRA Wkshp, Rpt & Prep of Docum								
Contractor SCIENTIFIC CONSULTING GROUP, INC, THE		Specify Section and paragraph of Contract SOW 2.2								
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval		Period of Performance From 02/27/2012 To 11/30/2012								
Comments:										
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO (Max 2) <input type="checkbox"/> Note: To report additional accounting and appropriations data use EPA Form 1900-69A.										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
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4										
5										
Authorized Work Assignment Ceiling										
Contract Period: 12/16/2008 To 11/30/2012		Cost/Fee:		LOE:						
This Action:										
Total:										
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:		Cost/Fee:		LOE:						
Cumulative Approved:		Cost/Fee:		LOE:						
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_____ (Signature) _____ (Date)							Phone Number:			
							FAX Number:			
Contracting Official Name Renita Tyus							Branch/Mail Code:			
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PERFORMANCE WORK STATEMENT

Contract Number EP-C-08-010

Scientific Consulting Group

Work Assignment Number: WA 03-56

Title: Cumulative Risk Assessment (CRA) Workshop, Workshop Report, and Preparatory Documents.

Scope of Work Reference: 2.2

Period of Performance: Date of Issuance through November 30, 2012

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1. BACKGROUND

In support of the EPA Risk Assessment Forum's (RAF) Cumulative Risk Assessment (CRA) Technical Panel (CRA Panel) development of CRA Guidelines this work assignment will prepare a preparatory document/s on identified subjects, provide logistical support for a workshop of apx. 70-90 participants and a summary report describing the presentations and discussion at the workshop with any recommendations.

2. PURPOSE

The purpose of this work assignment is to assist the EPA Risk Assessment Forum in organizing a forum to discuss and resolve issues central to CRA guidelines. A preparatory writing assignment is envisioned that will help to orient workshop participants to the discussions.

3. TASKS

Task 1 - Prepare Work Plan and Cost Estimate

The Contractor shall meet with the WA COR to discuss the subjects on which the preparatory writing assignment will be written, the timeframe for the workshop and logistical functions to be completed by the contractor; and to prepare a budget estimate within 15 calendar days after receipt of this work assignment.

This work assignment requires expertise in human health and ecological risk assessment and current trends in EPA cumulative risk assessment at the P3 and P4 levels. Little or no sub-contracting of specialized expertise is anticipated.

Task 2 – Preparation of a background paper/s for the workshop

This task will include senior (level 4) technical oversight of a team of authors, likely to include EPA and non-EPA participants, and interactions with the Tri-chairs of the EPA RAF CRA Technical Panel and workshop co-leads to determine suitable focus and scope. The paper/s will be circulated by EPA staff to EPA scientists and others.

Deliverable: a science paper/s on methods for grouping stressors, integrating human health and ecological endpoints for cumulative assessment, and the experience of other federal agencies in using cumulative and aggregate risk information.

Task 3 – Workshop Agenda

Provide coordination in the development of a workshop agenda based upon comments received by an identified set of EPA scientists. This coordination will include senior (level 4) technical coordination of comments and opinion from the group, melding of common suggestions into key themes, working with the CRA Tri-chairs to assemble an

agenda, and contacting senior scientists and other federal agency officials for keynote, and lunch presentations.

Deliverables: a meeting agenda that is consistent with the objectives of the workshop and addresses the major concerns of the group.

Task 4 – Meeting Report

Develop a meeting report that summarizes the output of the meeting. This would include all presentations, case studies, major deliberations of the participants, and conclusions; including specifically any points of substantive disagreement. This product will include senior (level 4) technical oversight of several volunteered rapporteurs, significant writing, and response to review comments of the CRA Technical Panel Tri-chairs.

Deliverables: a meeting report that is consistent with the objectives of the workshop and on which the CRA Tri-chairs consent.

Task 5 – Meeting Logistics

Develop the logistical details of the workshop, including meeting space, audio-visual, web-connections, and including the coordination of the travel of various rapporteurs and participants.

Deliverables: Feedback forms from the workshop that demonstrates a well run meeting, consistent with the objectives of the workshop, and in which no serious oversights or logistical inconveniences occur.

4. Schedule of Deliverables

Due Date	Product
Task 1 –Cost Estimate	Within 15 calendar days after receipt of work assignment.
Task 2 – preparatory papers ready for review	July 1, 2012
Task 3 – Meeting Agenda	September 1, 2012
Task 4 – Meeting Report	November 15, 2012
Task 5 – Logistics Report	November 15, 2012

5. ACCEPTANCE CRITERIA

Final products shall be produced by the Contractor upon the EPA WA COR's approval through written technical direction. The Contractor shall provide all materials written as part of these tasks to the EPA WA COR, as per work assignment, in electronic format. Electronic versions shall be compatible with current ORD computer systems (Word and Excel) and software.

6. MANAGEMENT CONTROLS:

Periodic meetings between the EPA and contractor work assignment managers are encouraged to discuss any questions that may arise during performance or completion of this work assignment. At the EPA WA COR's discretion, these meetings may occur via teleconference or video conferences. The contractor shall document these meetings and submit copies of this correspondence to the EPA WA COR.

The EPA WA COR may identify one or more EPA technical representatives for this work assignment. Interaction between the contractor and any EPA technical representative(s) designated by the EPA WA COR is solely for the purpose of presenting and discussing the information, analyses, results, or presentations related to this work assignment. The interaction will be technical communication vice technical direction. Per the technical direction clause EPAAR 1552.237-71 of the contract, the EPA PO COR and the EPA WA COR or alternate EPA WA COR are the only representatives of the CO authorized to provide technical direction.

Per the technical direction clause, the CO and PO will be provided with copies of all technical direction.

7. CONFIDENTIALITY

Some of the information to be edited under this task may be internal information that is not ready for public distribution. The Contractor shall not discuss the contents of the document with anyone not specified as a participant in the document review process or its preparation.